

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

RECONCILIATION BULLETIN

TOPIC: Year-End Reconciliation Bulletin 06-06	ISSUE DATE: 5/15/06
TITLE: General Fund Receipts/Crime Victim Surcharge	REVISION DATE:
AUTHORIZED BY: Cheryl Thompson, DHFS Reconciler Bureau of Fiscal Services	PAGE 1 OF 1

PROCEDURES

The Department of Administration records General Funds Receipts on fiscal year basis; i.e., July 1, 2005 to June 30, 2006. To make an exact cut-off, we must control the submission of deposit vouchers containing General Funds Receipts. You are, therefore, to be guided by the following:

1. All deposit vouchers are to be received in the Bureau of Fiscal Services by noon on June 29, 2006. There is no need to separate general fund receipts from other receipts. Each organization may establish their respective internal cutoff date to ensure deposits are received in BFS by noon on June 29, 2006. Remember to allow adequate transit time to ensure receipt of documents in BFS by noon on June 29, 2006.
2. Any receipts, including general fund and crime victim surcharge receipts, that cannot be forwarded to reach BFS by noon on June 29, 2006 are to be considered as SFY 2007 transactions.

CONTACT PERSON

If you have any questions, please call Cheryl Thompson at (608) 266-2019.